

**GRTV**

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## Producer's Checklist

	Name	Phone	Email
<b>Producer:</b>			
<b>Production Title:</b>			
<b>Location:</b>			
<b>Shooting Date:</b>			

### Crew

<b>Director</b>			
<b>Asst. Director</b>			
<b>Camera Ops</b>			
<b>Switcher</b>			
<b>CG</b>			
<b>Audio Technician</b>			
<b>Floor Director</b>			
<b>Talent</b>			

<i>Equipment</i>	Type	Pick UP Date	Return Date
<b>Camera</b>			
<b>Camera Battery</b>			
<b>Tripod</b>			
<b>Microphone</b>			
<b>Mic Cables</b>			
<b>Light Kit</b>			
<b>Diffuser Kit</b>			
<b>Headphones</b>			
<b>Gel Kit</b>			
<b>Misc.</b>			

# Tips for Shooting and Editing Video

## Taping:

1. Plan ahead
2. It will ALWAYS take longer than you thought.
3. Make sure everyone who said they would help will be there. Call and remind them the night before. Make sure they know date, time and place (give them directions).
4. Try not to schedule over too many days or with too many days in between. The longer

the lapses between shooting, the more the continuity of the video will suffer. Energy levels, availability of actors and crew, clothes, haircuts and weather can all change causing problems with continuity.

**CLOTHING:** Just because it looks good to the human eye, doesn't mean it will look good on video. Some things that may help:

1. Wear something comfortable.
2. Wear coats or jackets in solid colors: brown, blue, tan, green, or gray
3. Pastel shirts with button fronts.
4. Subdued stripes, checks or plaids are acceptable, but see below, (#9).
5. Avoid wearing lots of black, navy blue, or other very dark colors. They look too dark on television.
6. Avoid wearing white or very light colored shirts (yellow, pink). They look too bright on camera.
8. Don't wear bright red. The color tends to bleed and glow on video.
9. Fabrics with fine checks or stripes may cause a rainbow or fluttering effect on television sets.  
Check ahead of time if you are not sure how a particular article of clothing will look on television.
10. Avoid wearing a pullover sweater, T -shirt, or jersey because it's harder to attach a microphone to them.
11. Avoid jewelry that might rattle against the microphone.

**CREATE A SHOOTING PLAN:** You don't have to have one, but they can sure help avoid problems like forgetting to get an important shot. The plan can be very complex including a detailed script, storyboard and shot list. Or you can just use a rough storyboard or shot list.

**Editing:** Shot your video using a variety of shot type, angles and camera positions. It will make the video more interesting to see an event from several different perspectives instead of just one long shot. Give yourself as much of a choice for editing as possible. You may not use every shot, but remember it's always best to have a choice. Don't forget to shoot "cut-a-way" (close a of a clock or audience reaction) shots. These have saved many a filmmaker in the editing process when you can't avoid a jump cut any other way.

**Close-ups:** Always remember that unlike film, video is a “Close-up” medium. Close-ups usually look better and more interesting than long shots do on a television screen, and they work well in post-production effects.

**Long shots / Semi-long shots:** Use these to establish, for the viewer, where the action is happening. Use longer shot when the viewer doesn’t need to see details. It is easier to cut from one time period to another using a long shot. It is important to remember to always shoot a complete action from beginning to end. This makes editing scenes together much easier. You want to see someone walk all the way through a door, or finish sitting down.

**Transitions:** It is not always possible to tape long events in their entirety, and if you do, you’ll usually abbreviate the scene in editing. Nonetheless, the plot should remain logical and cuts should almost never call attention to themselves. This is where transitions come into play. Transitions divert the viewer's attention from the action, enabling filmmakers to make chronological jumps, scene changes etc., without the viewer being conscious of them.

## TV, VIDEO & FILM TOOLS WEB SITES

*The websites listed below contain a wealth of information on media. They include full textbooks, glossaries, FAQs, and on-line courses. Most have dozens of links to other media resources.*

Video University: Resources for Video Hobbyists and Pros. Various articles. Click on the "Free Library" link on the left for a gold mine of links.

[Click Here](#)

Site of the popular magazine *Videomaker*.

[Click Here](#)

To promote a thriving film and video production community in West Michigan.

[Click Here](#)

Lots of info on digital video. The Glossary is all you could ever want to know technically about digital. FAQ link is good too.

[Click Here](#)

Filmmaking tips, film studies and analysis.

[Click Here](#)

B&H Video Pro Equipment Catalog

[Click here](#)

# ONLINE COPYRIGHT RESOURCES

Copyright Office website: get copyright forms here.

[Click Here](#)

Trademark Office Website: Information and searchable databases.

[Click Here](#)

Excellent general resource for laws of all kinds.

[Click Here](#)

Good general site for copyright information and more.

[Click Here](#)

Excellent general information site for fair use information.

[Click Here](#)

Superb site advocating fair use (F.U.) and copyright anarchy.

[Click Here](#)

Electronic Freedom Foundation - more interesting fair use information.

[Click Here](#)

American Society of Composers, Artists and Producers - music licensing

[Click Here](#)

Broadcast Music more music licensing.

[Click Here](#)

More music licensing (sync rights)

[Click Here](#)

# Clearing Music

Only a lawyer can really tell you the rules. What follows are some general considerations and guidelines.

Simply “giving credit” for the music that is under copyright protection.

**Being a student or making a video as a non-profit venture does not grant immunity to copyright laws.**

Here are some suggestions:

You can use material that's in the **public domain**. Public domain means either the music/sheet music was never copyrighted, or the copyright has expired. So how do you know?

1. If it was created before 1978 and has no copyright notice on it, **MAYBE** it is public domain.
2. Anything made by the U.S. Government is in the public domain (cannot ever be copyrighted). **UNLESS**, of course, the government received permission to use copyrighted material – in which case that permission won't extend to you. You have to check with the government agency that produced/distributed the work.

The copyright law has changed over time, so knowing when music has been released from copyright is complicated. It's on the order of 50-100 years after it was produced.

You can write to the:

Register of Copyrights  
Library of Congress  
Washington, DC 20559

They will research the question, for a fee of approximately \$10/hour the last time I checked. Requesting that the government agency do the search can be expensive, but it gives you a letter that can help you prove in courts if sued for copyright infringement that you at least tried to be honest.

You can also go to any government depository library (the Grand Rapids Public Library is such) and do the search yourself in its catalogue of copyright entries. Ask the research librarian to help you.

# Submitting Your First Show

## You're Getting Ready to Hand in Your First Show, What Do You Do?

### Labeling Files and/or DVDs

If your show will be on a DVD, be sure to write on the top of the DVD with permanent marker (NOT ink pens!) the following information: Title of the show, Your name, Date, and exact runtime of the video (details in next section).

If you are submitting a video file, be sure to label it with the title. If it's a series, consider including season and/or episode number. Ex: "City Connection\_S1E4" (Season 1 Episode 4).

(Use underscores, not periods, between words and numbers)

### Determining the Exact Length of the Show.

Think of the exact length of your show being what you want the viewer at home to see. You wouldn't want the viewer to see the color bars, countdown or the 30 seconds of black at the beginning so the exact length is measured from the very beginning of the show to where the last credit goes off. Program lengths look like this 01:29:30 this show is one hour, 29 minutes and 30 seconds long. If your show ends up being 1 hour, 29 minutes and 11 seconds, do **not** round up or down. GRTV schedules to the exact second. The show runtime would then be 01:29:11.

### Exporting the Right Format

In order for your files to properly play on GRTV, it must be exported/encoded as follows:

- NTSC
- .mp4, .mpeg, or .mov file extension
- 1920x1080 resolution size
- AAC Audio at 48Kb sample rate
- 29.97 frame rate

If you have any questions about formats or need help with exporting your video to these standards, please stop by the GRTV help desk during our business hours.

### Filling out an Application for Cablecast.

An Application for Cablecast is required for every program submitted to GRTV, even series programs. We cannot play your video without a cablecast form on file. Be sure to read the form and fill it completely (front and back) and turn it into master control with your tape.

## **Submitting Your Show**

Once you have your video labeled, in the right format, and your cablecast form filled out, either drop it off at GRTV during our business hours or upload your video online!

<https://grcmc.org/grtv/programming/submit>

## **Promoting Your Show.**

GRTV can include information on our web site about your show. Back to the cablecast form, write a short description of the show in the space provided on the form and we can add this to the title to give people a better idea of what your show is all about. If you plan on doing a series show, we can link your web site from ours or include your show in our listings if you don't have a web site.

# Storyboard

 <p>SHOT:</p>	<p>Dialogue:</p> <hr/> <p>Action:</p> <hr/> <p>FX:</p>
 <p>SHOT:</p>	<p>Dialogue:</p> <hr/> <p>Action:</p> <hr/> <p>FXL</p>
 <p>SHOT:</p>	<p>Dialogue:</p> <hr/> <p>Action:</p> <hr/> <p>FX:</p>

